PO Tool 2 – Purchase Order Inquiry Page

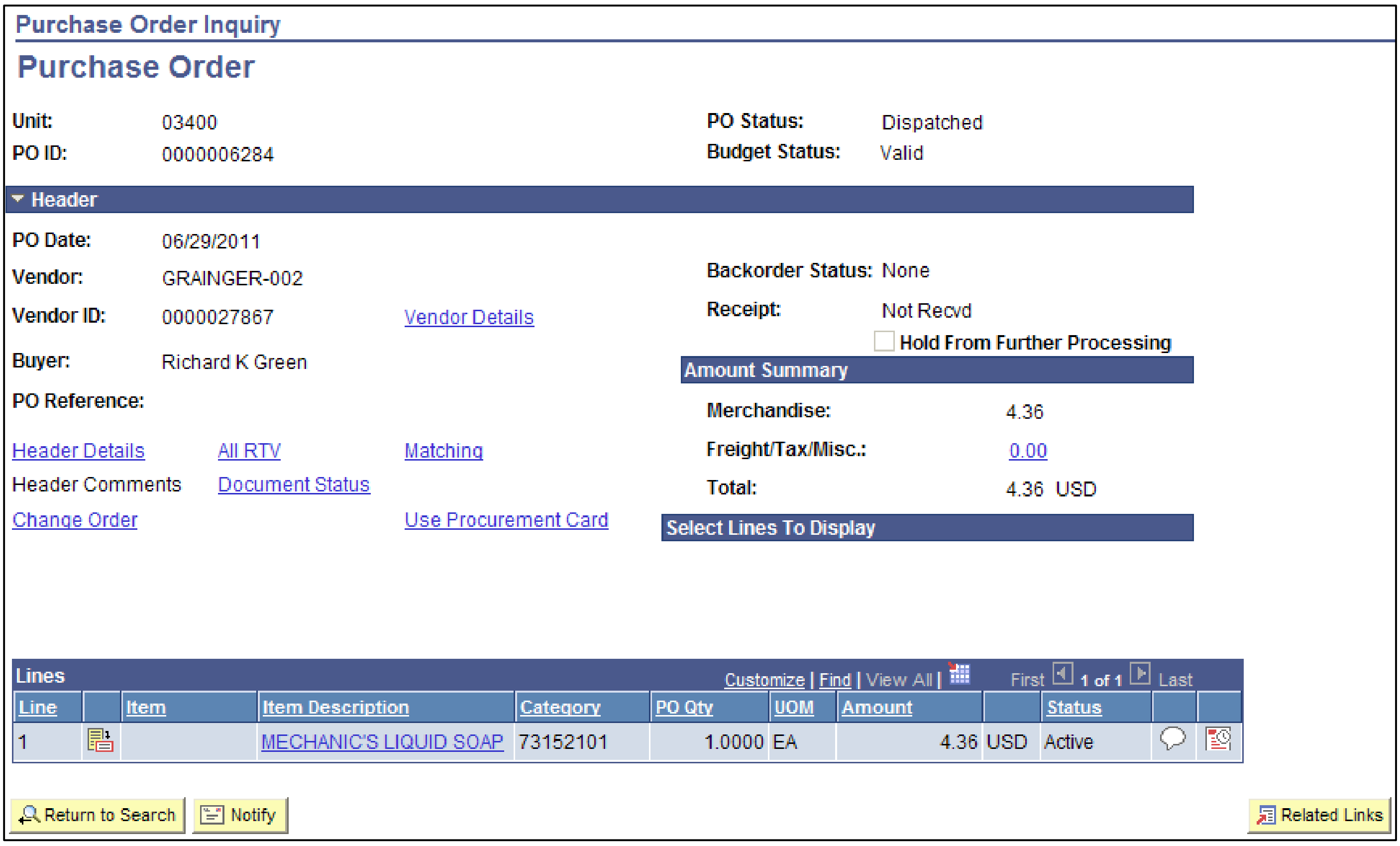
V.1.6.	01/29/2013

Use the **Purchase Order Inquiry** page to view the details of a purchase order, including PO Line details, Schedule (delivery information), ChartField information, Asset Management information, and Requisition information

START:
Navigate to the **Purchase Order Inquiry** page:
Purchasing > Purchase Orders > Review PO Information > Purchase Orders > Purchase Order Inquiry

→ Enter the search criteria and click the Search button

→ Select the desired result to open the Purchase Order Inquiry – Purchase Order page:



➢ **PO Status** = Displays the current status of the PO in SMART:

- **Approved** – The Buyer has Approved the PO. It is now ready to be budget checked in the hourly batch process.

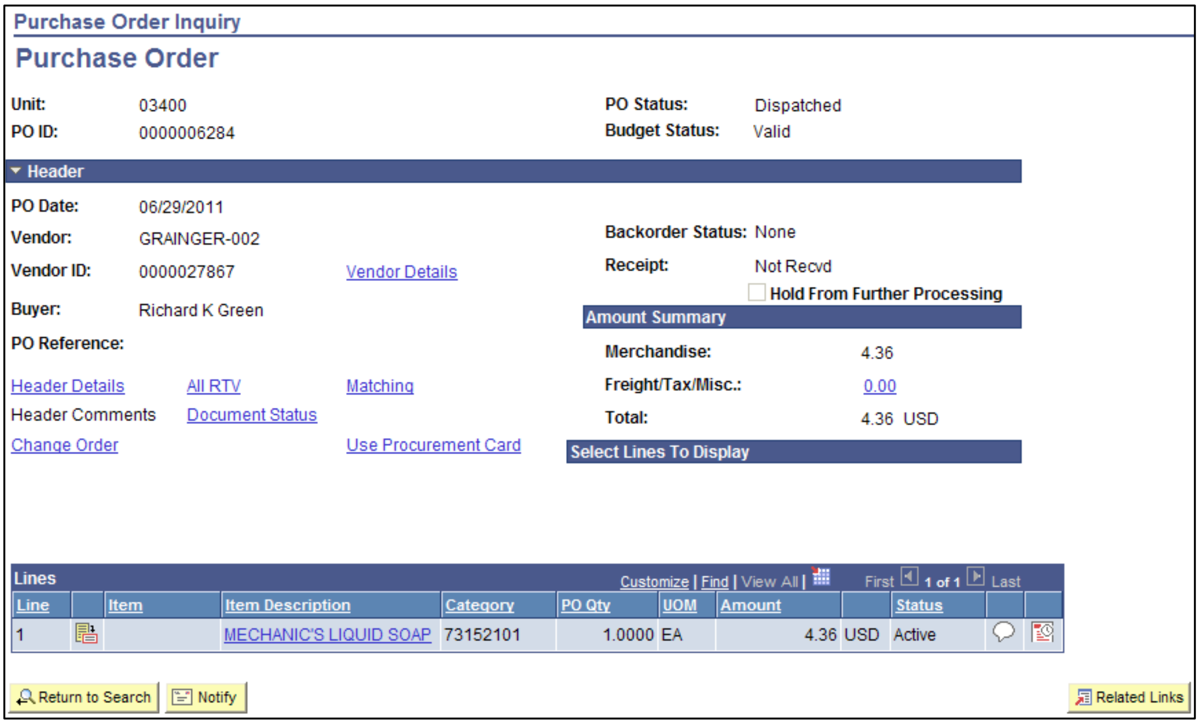
- **Cancelled** – The PO has been Cancelled. ***Cancellation of a PO can NOT be reversed in SMART***. The cancellation of a PO liquidates the encumbered monies and returns them back to the budget period of the PO.

- **Closed** – The PO has been Closed. The closing of a PO liquidates any remaining encumbered monies, and returns them back to the budget. The closing of a PO can be performed by the Agency Buying Administrator or by Central Processing.

- **Dispatched** – The PO has been dispatched (sent) to the vendor.

- **On Hold** – The '**Hold From Further Processing**' **checkbox** has been selected on the PO. This prevents the PO from progressing any further in SMART.
(ie: The PO will not continue forward through any batch processes until this checkbox is deselected).

- **Open** – The PO has been created by the Auto Sourcing hourly batch process. This batch process creates PO's in the Purchasing module of SMART from Approved, Valid budget checked Requisitions {which are created and stored in the e-Procurement module of SMART}. The PO is now ready to be reviewed, edited (if necessary), and Approved by the Buyer.


Purchase Order Inquiry

Purchase Order

Unit: 03400
PO ID: 0000006284
PO Status: Dispatched
Budget Status: Valid

Header

PO Date: 06/29/2011
Vendor: GRAINGER-002
Vendor ID: 0000027867 Vendor Details
Buyer: Richard K Green
PO Reference:
Backorder Status: None
Receipt: Not Recvd
Hold From Further Processing

Amount Summary
Merchandise: 4.36
Freight/Tax/Misc.: 0.00
Total: 4.36 USD

Header Details | All RTV | Matching
Header Comments | Document Status
Change Order | Use Procurement Card

Select Lines To Display

Lines — Customize | Find | View All | First 1 of 1 Last

Line		Item	Item Description	Category	PO Qty	UOM	Amount		Status		
1			MECHANIC'S LIQUID SOAP	73152101	1.0000	EA	4.36	USD	Active		

Return to Search | Notify | Related Links

- **Budget Status** = Displays the budget checking status of the PO:
  - **Not Chk'd** = The PO has not yet been budget checked by the hourly budget checking batch process.
  - **Valid** = The PO has successfully passed the hourly budget checking batch process.
  - **Error** = The PO did NOT successfully pass the hourly budget checking batch process. Any errors need to be reviewed and corrected before the PO can be successfully dispatched to the vendor. Click the 'Error' link on the PO to view the error OR navigate directly to the **Purchase Order Exceptions** page via: Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Purchase Order

- **PO Date** = Populated with the date the PO was created in the Purchasing module by the Auto Sourcing batch process.

- **Vendor** = Displays the Vendor Short Name (sourced from the Vendor file in the Vendor module)

- **Vendor ID** = Displays the ten digit Vendor ID number assigned to the Vendor (sourced from the Vendor file)

- **Vendor Details link** = Clicking this hyperlink opens the Vendor Details page (information sourced from the Vendor file in the Vendor module)

- **Buyer** = Displays the name of the agency Buyer to whom the PO is assigned.
  Note: Buyers are able to edit and approve only PO's assigned to them, they can NOT access any other PO's for their agency. The Agency Buying Administrator can access all PO's for the agency. If the Buyer field is left blank, or if there are different Buyers for each requisition line, then the Buyer ID auto defaults to 'BYRDFLT' (Buyer Default) on the PO. For additional information concerning the 'BYRDFLT' Buyer ID please see the "**BYRDFLT Buyer ID**" **job aid.**

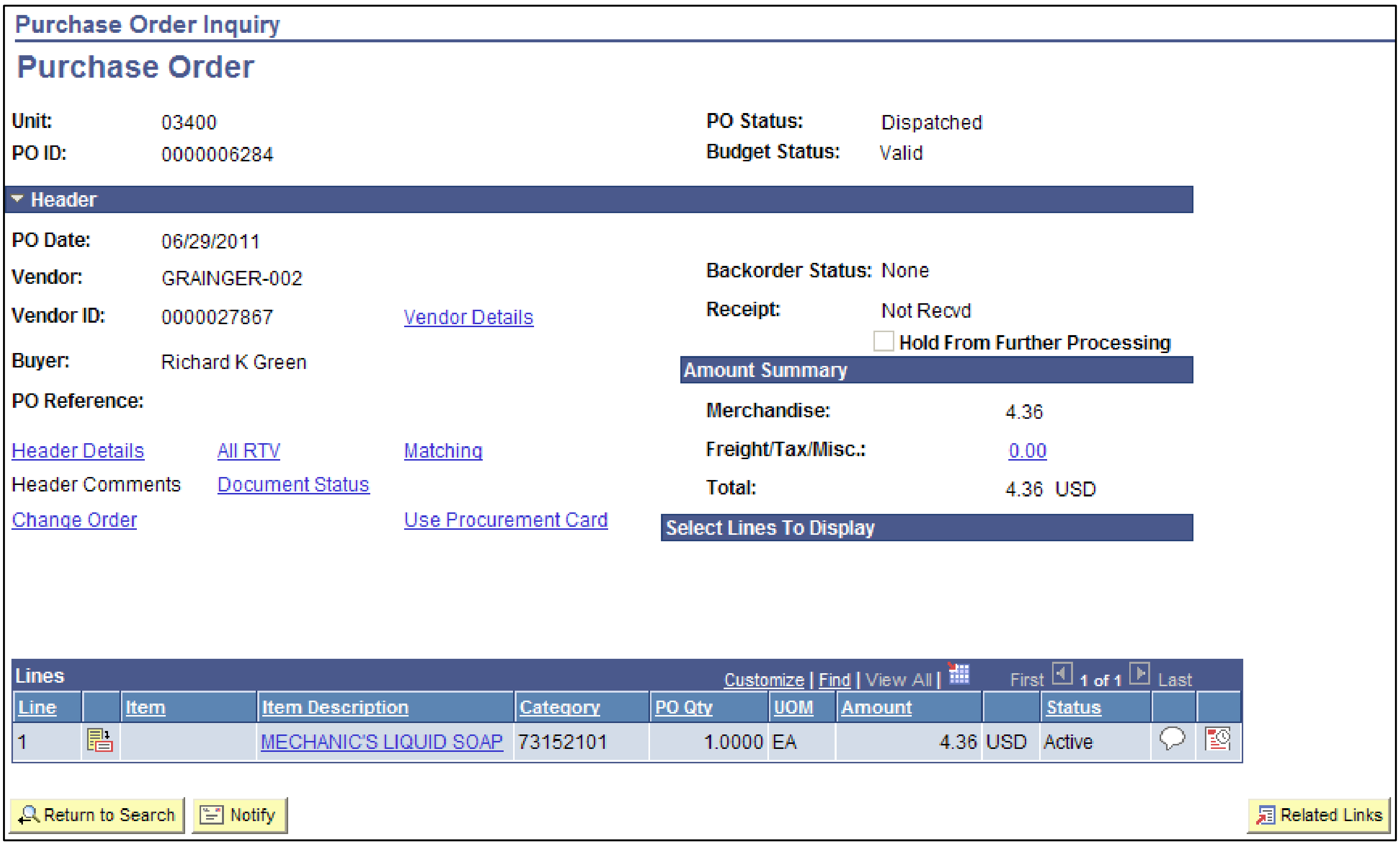
- **PO Reference** = Free text field (30 characters). Optional field.

- **Header Details link** = Clicking the Header Details link opens the **PO Header Details** page. Use the PO Header Details page to view the agency's **Billing Address.**

- **Header Comments link** = Clicking the Header Comments link opens the **PO Header Comments** page. Use the PO Header comments page to view comments and attachments that were entered in to the Header section of the PO.
  Note: This link will be active only if there are comments entered. This link is NOT active if there are no comments or attachments.

- **Change Order link** = Clicking the Change Order link opens a new window with the **Change Order Batch** page. Use the Change Order Batch page to search for and view the details of any Change Orders that have been made to the PO.

- **All RTV link** = Clicking the All RTV (Return To Vendor) link opens the **RTV Information** page. The RTV Information page allows you to view the details of any RTV transactions that have been created against the PO.



Purchase Order Inquiry

Purchase Order

Unit:	03400	PO Status:	Dispatched
PO ID:	0000006284	Budget Status:	Valid

Header

PO Date:	06/29/2011	
Vendor:	GRAINGER-002	
Vendor ID:	0000027867	Vendor Details
Buyer:	Richard K Green	
PO Reference:		

Backorder Status: None

Receipt: Not Recvd

Hold From Further Processing

Amount Summary

Merchandise:	4.36
Freight/Tax/Misc.:	0.00
Total:	4.36 USD

Header Details | All RTV | Matching

Header Comments | Document Status

Change Order | Use Procurement Card

Select Lines To Display

Lines — Customize | Find | View All | First 1 of 1 Last

Line		Item	Item Description	Category	PO Qty	UOM	Amount		Status		
1			MECHANIC'S LIQUID SOAP	73152101	1.0000	EA	4.36	USD	Active		

Return to Search | Notify | Related Links

- **Document Status link** = Clicking the Document Status link opens a new window containing the **PO Document Status** page. The Document Status page contains a listing of all documents associated with the PO in SMART. For example: Requisitions, Contracts, Bid Events, Vouchers, Receipts, and RTV (Return to Vendor) transactions.

- **Matching link** = Clicking the Matching link opens the **PO Matching** page. Use the PO Matching page to view the Matching status of the PO.

- **Use Procurement Card link** = The Use Procurement Card link will only be available if a procurement card (P-Card) was associated to the PO. Clicking the Use Procurement Card link opens the Procurement Card Information page. Use the Procurement Card Information page to view the details of the P-Card that was used as the method of payment on the PO.

- **Backorder Status** = The State of Kansas is not using the Backorder Status functionality in SMART.

- **Receipt** = Displays the status of Receiving against the PO (for ‘Receiving is Required’ items on the PO):
  - **Not Recvd** = No receipts have been created against the PO
  - **Partially Recvd** = Some receipt(s) have been created against the PO for some of the items (some items have NOT been received or have NOT had receipts created for them yet)
  - **Fully Recvd** = Receipts have been created for all items on the PO, therefore all items on the PO have been fully received.

- **Amount Summary section** = Displays the **Total** dollar amount (encumbrance) for the PO in the **Merchandise** field. The **Total** field displays the total dollar amount for the PO because the State of Kansas is not using the Freight/Tax/Misc. functionality in SMART.

- **Select Lines To Display** = This section allows you to select the PO lines you wish to view (used for multi-line PO’s).

<u>The following items are NOT AVAILABLE on the Purchase Order Inquiry page</u>

- **Merkur Delivery Information link**

- **Go To Drop Down List** containing PO Dispatched History, Activity Log/Last Activity Date, and Matching Status

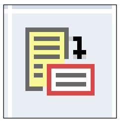
- **View Printable Version Link**

LINES Section (Lines contain the Goods/Services being purchased)

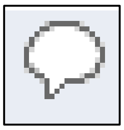
***Note**: Ensure you **View All** records when using the following sections and pages in SMART!*

Lines — Customize | Find | View All | First 1 of 1 Last

Line		Item	Item Description	Category	PO Qty	UOM	Amount		Status		
1			MECHANIC'S LIQUID SOAP	73152101	1.0000	EA	4.36	USD	Active		

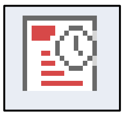


- Click the **Line Details button** to open and view the **Details for Line #** page
- The Details for Line # page allows you to view all details for that specific PO line in a one page, vertical format including the **Contract number** (if applicable)

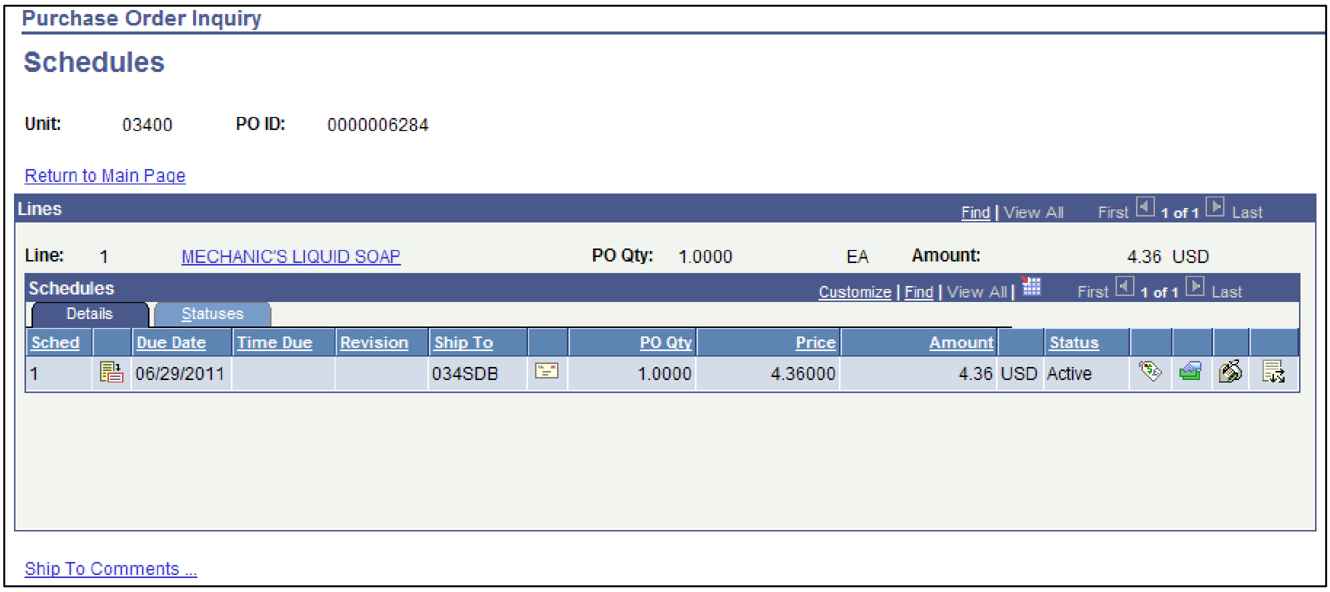


- The **Line Comments button** will appear empty if there are NO line comments
- The Line Comments button will have blue lines inside the dialog bubble if there ARE line comments
- Click the Line Comments button to open and view the **PO Line Comments** page
- The **PO Line Comments page** allows you to view all comments and attachments for the PO Line

SCHEDULE (Delivery Information)



- In the **Lines** section, click the **Schedule button** to open and view the **Schedules** page
- The Schedules page contains the Schedule or delivery information for the PO line, including **Ship To Address** (envelope icon), **Due Date**, and **Shipping Status**.



Purchase Order Inquiry

Schedules

Unit: 03400 PO ID: 0000006284

Return to Main Page

Lines — Find | View All First 1 of 1 Last

Line: 1 MECHANIC'S LIQUID SOAP PO Qty: 1.0000 EA Amount: 4.36 USD

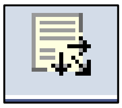
Schedules — Customize | Find | View All | First 1 of 1 Last

Details | Statuses

Sched		Due Date	Time Due	Revision	Ship To		PO Qty	Price	Amount		Status				
1		06/29/2011			034SDB		1.0000	4.36000	4.36	USD	Active				

Ship To Comments ...

From the **Schedules** page:



- Click the **Distributions/ChartFields button** to open the **Distributions for Schedule #** page
- The Distributions for 'Schedule #' page allows you to view:
  - Chartfield and **Distribution** information on the **Chartfields tab**
  - **Budget Date** information in the **Budg Dt** field (far right on the Chartfields tab). The Budget Date carries to the voucher and dictates which fiscal budget period is charged. The budget date is sourced from the date that the requisition is created in SMART, OR if a bid is required, then it is the date that the bid is awarded to a PO.
  - Asset Management Information (if applicable) on the **Asset Information** tab: Includes **AM Unit**, **Profile ID**, **Tag Number**, and **EmplID**
  - **Requisition** and **Requester** information on the **Req Detail** tab

(See Page 5 for screenshots of the Distributions for Schedule # page and tabs).

DISTRIBUTIONS FOR 'SCHEDULE #' PAGE

Purchase Order Inquiry

Distributions for Schedule 1

PO ID: 0000006284 **Line:** 1 **Sched:** 1 **Item:** MECHANIC'S LIQUID SOAP

Status: Active **Sched Qty:** 1.0000

Distribute by: Amount **Merchandise Amt:** 4.36 USD

Doc. Base Amount: 4.36 USD

Distributions

Chartfields | Details/Tax | Asset Information | Req Detail

Dist	Status	Percent	Amount	GL Unit	Entry Event	Dept	Fund	Bud Unit	Program	Account	PC Bus Unit	Project
1	Open	50.0000	2.18 USD	03400		0347101600	1000	0053	96010	534100	03400	1001-11
2	Open	50.0000	2.18 USD	03400		0347101300	3055	3300	96010	534100	03400	1001-11

The '**Distribute by:**' field determines how the dollar amount will be distributed across the funding lines (not how the Goods/Services are to be paid, which is the 'Amount Only' checkbox).

For example: Use the **'Amount' option** if $25.00 is to go against 'Fund' 1000 / 'Budget Unit' 0053, and $75.00 is to go against 'Fund' 3055 / 'Budget Unit' 3300. Use the **'Quantity' option** if a quantity of 1 ($25.00 each) is to go against 'Fund' 1000 / 'Budget Unit' 0053 and a quantity of 3 ($25.00 each) is to go against 'Fund' 3055 / 'Budget Unit' 3300.

CHARTFIELDS TAB

Doc. Base Amount: 4.36 USD

Distributions

Chartfields | Details/Tax | Asset Information | Req Detail

Dist	Status	Percent	Amount	GL Unit	Entry Event	Dept	Fund	Bud Unit	Program	Account	PC Bus Unit	Project
1	Open	50.0000	2.18 USD	03400		0347101600	1000	0053	96010	534100	03400	1001-11
2	Open	50.0000	2.18 USD	03400		0347101300	3055	3300	96010	534100	03400	1001-11

Left side of Chartfields Tab

Customize | Find | View All | First 1-2 of 2 Last

Activity	Source Type	Category	Subcategory	Svc Loc	Agy Use	ChartField 2	Fund Affil	Affiliate	Budg Dt	Location
MISCPURCHASES	50S	G79E0		STWSE					06/29/2011	BA03400
MISCPURCHASES	50F	G79E0		STWSE					06/29/2011	BA03400

Right side of Chartfields Tab

If a Project and Activity are identified on the PO chartfield line, then a transaction row with analysis type 'COM' will be sent to Project Costing to allow the user to track project-related encumbrances.

ASSET INFORMATION TAB

Doc. Base Amount: 4.36 USD

Distributions Customize | Find | View All | First 1-2 of 2 Last

Chartfields | Details/Tax | Asset Information | Req Detail

Dist	Status	Percent	AM Unit	Profile ID	CAP #	Sequence	Tag Number	EmplID	Capitalize	Cost Type	Description
1	Open	50.0000							☐		
2	Open	50.0000							☐		

Every distribution line associated with an asset purchase must be marked with the AM Unit and Profile ID. These are the fields that trigger the integration between Purchasing and Asset Management. If known, the Tag Number and EmplID (for the asset's custodian) can be entered as well. For more information, please refer to **AM Tool 1** – Asset Management Integration.

REQ DETAIL TAB

Doc. Base Amount: 4.36 USD

Distributions Customize | Find | View All | First 1-2 of 2 Last

Chartfields | Details/Tax | Asset Information | Req Detail

Dist	Status	Percent	Req BU	Req ID	Req Line	Req Sched	Req Dist	Requester	Phone	Fax
1	Open	50.0000	03400	0000005991	1	1	1	AG00NKB	785/274-1457	785/274-1616
2	Open	50.0000	03400	0000005991	1	1	2	AG00NKB	785/274-1457	785/274-1616